

# इंटरनेट

# मानक

## Disclosure to Promote the Right To Information

Whereas the Parliament of India has set out to provide a practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, and whereas the attached publication of the Bureau of Indian Standards is of particular interest to the public, particularly disadvantaged communities and those engaged in the pursuit of education and knowledge, the attached public safety standard is made available to promote the timely dissemination of this information in an accurate manner to the public.

“जानने का अधिकार, जीने का अधिकार”

Mazdoor Kisan Shakti Sangathan

“The Right to Information, The Right to Live”

“पुराने को छोड़ नये के तरफ”

Jawaharlal Nehru

“Step Out From the Old to the New”

IS 10454 (1983): Guidelines for presentation of translations [MSD 5: Documentation and Information]



“ज्ञान से एक नये भारत का निर्माण”

Satyanarayan Gangaram Pitroda

“Invent a New India Using Knowledge”



“ज्ञान एक ऐसा खजाना है जो कभी चुराया नहीं जा सकता है”

Bhartrhari—Nitiśatakam

“Knowledge is such a treasure which cannot be stolen”



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*Indian Standard*

GUIDELINES FOR PRESENTATION  
OF TRANSLATIONS

UDC 82.035 ( 026 )



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**INDIAN STANDARDS INSTITUTION**  
MANAK BHAVAN, 9 BAHADUR SHAH ZAFAR MARG  
NEW DELHI 110002

# *Indian Standard*

## GUIDELINES FOR PRESENTATION OF TRANSLATIONS

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( *Continued on page 2* )

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( Continued from page 1 )

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Assistant Director ( Pub ), ISI

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\*Shri T. S. Rajagopalan was the Chairman for the meeting in which this standard was finalized.

# *Indian Standard*

## GUIDELINES FOR PRESENTATION OF TRANSLATIONS

### 0. FOREWORD

**0.1** This Indian Standard was adopted by the Indian Standards Institution on 31 March 1983, after the draft finalized by the Documentation Sectional Committee had been approved by the Executive Committee.

**0.2** In recent years translations of documents of various categories have been gaining importance as sources of information and means of information exchange. This is particularly true of scientific and technical documents. Among the factors which have lent increasing importance to translations are the need for rapid and wide exchange of information among scientists and technologists working in different parts of the world, growing volume of international trade and the rising tempo of bilateral and multilateral agreements for technical collaboration among different countries. A new dimension has been added to the problem as a result of the emergence of a number of additional languages as carriers of useful information. Equally important in a country like India is the factor where a document is required to be translated not only into and from an international language like English, but also into and from various local languages.

**0.2.1** In effecting translation of a document, it has to be noted that even though a translated work is meant to be used independently, it is chronologically secondary in relation to the original work. As such while preparing translations, attention is required to be paid to the inclusion of various elements of information so as to facilitate information retrieval work, identification of original and translated works and avoidance of duplication of effort in translation. Simultaneously, attention is required to be paid to style and presentation for promoting well-established conventions pertaining to aspects like para-to-para conformity between the original and the translated texts, use of abbreviations, footnotes, tabular matter, etc.

**0.3** To maintain international coordination and uniformity of practice, this standard is based on 'ISO 2384-1977 Documentation—Presentation of translations' issued by the International Organization for Standardization; and its requirements are technically equivalent to the ISO Standard.

In addition, elements for translation of technical reports have been included as a separate item, and examples for the various types of translations have also been provided.

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## **1. SCOPE**

**1.1** This standard sets out rules to ensure that translations of both published and unpublished documents are presented in a prescribed form which will simplify their use by different categories of users.

## **2. TYPES OF TRANSLATIONS**

**2.1** This standard applies to the translation of all documents, whether the translation is complete, partial or abridged. It does not apply to abstracts. Types of translations which can be used as a guide to all other types, comprise translation of a book or other separately issued publication ( *see 3.1* ), translation of a periodical or other serial publication ( *see 3.2* ), translation of a contribution or an article ( *see 3.3* ), translation of technical reports ( *see 3.4* ), and translation of standards, patents and similar documents ( *see 3.5* ).

## **3. IDENTIFICATION ELEMENTS TO BE INCLUDED IN THE PRESENTATION OF A TRANSLATION**

**3.0** The elements required for identification of a translated work conform to the requirements of IS : 2381-1978\* and shall be given in the title page heading, preferably in the order indicated below. Elements in italics shall be given only if translation or the original document admits of them.

NOTE — Identification elements to be given in the title leaves of a book should comply with IS : 792-1964†. For the presentation of periodicals, it is recommended that reference be made to IS : 4-1963‡ and for textbooks to IS : 7400-1974§.

### **3.1 Translation of a Book or Other Separately Issued Publication**

#### **3.1.1 *Elements Relating to the Translation***

- a) Name(s) of author(s) with initial(s), forename(s) or other details of identification: chief editor, science editor or publisher, individual or corporate author of the original publication;
- b) Title of the translated work or translation of the title of the work;

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\*Recommendations for bibliographical references: Essential and supplementary elements ( *first revision* ).

†Specification for title-page and back of title-page of a book ( *revised* ).

‡Guide for layout of learned periodicals ( *revised* ).

§Guide for preparation and production of textbooks.



- c) Type of translation: complete, partial or abridged. If partial or abridged, the parts translated should be stated. Parts not translated should be indicated as far as possible;
- d) Organization responsible for the translation, name(s) of translator(s), chief editor, science editor or publisher of the translation;
- e) Publisher, place and date of publication of the translation or, if not published, identification and address of those responsible for the translation;
- f) International standard book number ( ISBN ) ( *see* IS : 8310-1977\* );
- g) Mention of exclusive translation rights ( *see* **18** );
- h) *Language of the translation*; and
- j) *Translation of title of collection of series*.

### **3.1.2 Elements Relating to the Original Document Only**

- a) Title in the original language;
- b) Place(s) and date(s) of publication in the original language;
- c) Edition number;
- d) Publisher(s) of the original publication;
- e) Language of the original publication;
- f) ISBN; and
- g) *Title of collection or series, and the numbering within collection or series*.

NOTE — An example is given in Appendix A.

### **3.1.3 Elements Relating to an Intermediate Translation**

- a) Title of the publication in the intermediate language;
- b) Date and place of publication in the intermediate language;
- c) Edition number;
- d) Publisher in the intermediate language;
- e) Intermediate language; and
- f) ISBN.

## **3.2 Translation of a Periodical or Other Serial Publication**

### **3.2.1 Elements Relating to the Translation**

- a) Title of the serial, in the language of translation;
- b) Type of translation: complete, partial or abridged. If partial or abridged, the parts translated should be stated;

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\*Guide for standard book numbering.

- c) Organization responsible for the translation, name of translator(s) and name of chief editor, science editor or publisher of the translation;
- d) Year of publication and number of volume, issue and part translated and pagination;
- e) Publisher(s) or, if not published, identification and address of those responsible for the translation;
- f) *Key title ( established by the ISDS\* );*
- g) International standard serial number ( ISSN ) ( *see IS : 10101-1982†* );
- h) *Language of the translation;*
- j) *Place(s) and date(s) of publication of the translation; and*
- k) *Information about how the translation can be obtained ( such as, source, identification number, date and price ).*

### **3.2.2 Elements Relating to the Original Document Only**

- a) Title of serial, in the original language;
- b) Year of publication, number of volume, issue and part, identification or other bibliographic elements if different from those of the translation;
- c) Language of the original document;
- d) Pagination of the original document in parenthesis after the pagination of the translation;
- e) *Key title ( established by the ISDS\* );*
- f) International standard serial number ( ISSN ); and
- g) *Place of publication of the original document if this is necessary for identifying the periodical or serial publication.*

NOTE — An example is given in Appendix B.

## **3.3 Translation of Contribution or an Article**

### **3.3.1 Elements Relating to the Translation**

- a) Name(s) of author(s) with initial(s), forename(s) or other details of identification: chief editor, science editor or publisher; individual or corporate author of the original document;
- b) Translation of the title of the article;

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\*International Serials Data System.

†Guide for International standard serial numbering ( ISSN ).

- c) Type of translation: complete, partial or abridged. If partial or abridged, the parts translated should be stated;
- d) Organization responsible for the translation, name(s) of the translator(s) and of the chief editor, science editor or publisher of the translation;
- e) Information about how the translation can be obtained ( such as, source, identification number, date and price );
- f) *Language of the translation;*
- g) *Place and date of publication of the translation;*
- h) If the publication is not a translation of articles taken from a periodical, the type of this document should be stated, for example, paper presented at a certain conference, etc; and
- j) If the publication is the translation of a preprint, this fact should be stated.

### 3.3.2 *Elements Relating to the Original Document Only*

- a) Title of article, in the original language;
- b) Title of serial, in the original language;
- c) Year of publication, number of volume, issue or part, pagination and other details of bibliographic identification; and
- d) Language of the original contribution or article;
- e) ISSN or ISBN; and
- f) *Place of publication of the original document if this is necessary for identifying the serial.*

NOTE — An example is given in Appendix C.

## 3.4 **Translation of Technical Reports**

### 3.4.1 *Elements Relating to the Translation*

- a) Name(s) of author(s)/compiler(s) with initial(s), forename(s), or other details of identification: chief editor, science editor, publisher, author ( individual or corporate ), compiler of the original publication;
- b) Title of the translated work or translation of the title of the work;
- c) *Name and address of the sponsoring organization;*
- d) Organization responsible for the translation, names(s) of translator(s), chief editor, science editor or publisher of the translation;
- e) Publisher, place and date of publication or, if not published, identification and address of those responsible for the translation;

- f) Type of translation: complete, partial, or abridged. If partial, or abridged, the parts translated should be stated. Parts not translated should be indicated as far as possible;
- g) *Language of the translation*;
- h) Identification and/or ISBN, of the original;
- j) *Translation of title of collection of series*;
- k) Mention of exclusive translation rights ( *see 18* ); and
- m) Information about how the translation can be obtained ( such as, source, identification number, date and price ).

### **3.4.2 Elements Relating to the Original Document Only**

- a) Title in the original language;
- b) Place(s) and date(s) of publication in the original language;
- c) Edition number;
- d) Publisher(s) of the original publication;
- e) Language of the original document;
- f) Identification number and/or ISBN; and
- g) *Title of collection or series, and the numbering within collection or series.*

NOTE — An example is given in Appendix D.

### **3.4.3 Elements Relating to an Intermediate Translation**

- a) Title of the publication in the intermediate language;
- b) Date and place of publication in the intermediate language;
- c) Edition number;
- d) Publisher in the intermediate language;
- e) Intermediate language; and
- f) Identification number and/or ISBN.

## **3.5 Translation of Standards, Patents and Similar Documents**

### **3.5.1 Elements Relating to the Translation**

- a) Type of document;
- b) Country of publication;
- c) Complete identification number;
- d) Name(s) of the country(ies) of the applicants or grantees, individual or corporate ( for patents only );
- e) Translation of the title;
- f) Full expansion data ( for patents only );

- g) *Number, date and country of the application;*
- h) *Number and date of filing;*
- j) *Number and date of convention priority;*
- k) *Number and date of publication;*
- m) *Date of patenting;*
- n) *Number of claims;*
- p) *International patent classification;*
- q) *National or internal classification;*
- r) *Name(s) and initial(s) of the inventor(s);*
- s) *Organization responsible for the translation, name of translator(s) and name of chief editor, science editor or publisher of the translation;*
- t) *Language of the translation;*
- u) *Date of publication of the translation; and*
- v) *Pagination.*

### **3.5.2 Elements Relating to the Original Document Only**

- a) *Title of the document;*
- b) *Name of the issuing authority/publisher(s) of the original document;*
- c) *Language of the original document; and*
- d) *Price.*

NOTE — Examples for standards and patents are given in Appendix E and F respectively.

## **4. PRESENTATION**

**4.1** Subdivisions of the original text into clauses, sub-clauses and paragraphs and their numbering shall be respected in the translation. Differences in content between the translation and the original document should be mentioned, stating what the differences are: omissions, corrections, abridgements or additions to parts of the text, to the index or to the bibliography.

## **5. NOTES, FOOTNOTES AND BIBLIOGRAPHICAL REFERENCES**

**5.1** The titles of the works and articles cited in notes, footnotes and bibliographical references or in translator's notes may be translated, in which case it is recommended that the citation in the original language should follow in parenthesis. Translator's comments may either be given at the foot of the page or be appended to the translation. They should be preceded by the words 'Translator's note' or a corresponding phrase in the language of the translation.

## **6. FORMULAE, EQUATIONS, SYMBOLS AND UNITS**

**6.1** Formulae, equations, symbols and units should preferably be given as in the original text, without being translated.

**6.2** Any modification of a symbol or index should be mentioned in a translator's note.

**6.3** If the conversion of units is undertaken, values in the original units should be supplied in parenthesis after the values obtained as the result of the conversion.

**6.4** In every case the translation should comply with the relevant parts of IS : 1890-1983\*.

## **7. ILLUSTRATIONS, LEGENDS AND TITLES OF ILLUSTRATIONS AND TABLES**

**7.1** Illustrations should preferably be presented as and where they appear in the original text. If the method of reproduction leads to an illustration being moved, a reference should be given at the appropriate place in the translation.

**7.2** The text accompanying illustrations and tables ( titles, legends and other matter ) should be translated in full.

**7.3** If the illustrations or tables are reproduced from the original, all the text and notes that go with them should be translated and suitably marked.

## **8. TRANSLITERATION**

**8.1** If a translation is printed in a script different from that used in the original, the titles of the publication and names of authors and organizations should be transliterated in accordance with the appropriate standard practice accepted nationally/internationally.

## **9. NAMES AND SYMBOLS OF ORGANIZATIONS**

**9.1** The names of organizations should be given as they appear in the text and notes, unless an equivalent exists in the language of translation. If this is not the case, a translation or abbreviation of an organization's name and symbol may be given in parenthesis the first time they appear in the text. In bibliographical references, the names of organizations are to be given in the original language. Translations of names may be given in parenthesis.

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\*Quantities, units and symbols ( issued in 13 parts ).

## 10. ABBREVIATIONS

**10.1** Abbreviations used in the original text should be given in their equivalents in the language of translation, if they exist. If there is no known equivalent, the expression represented by the abbreviation should, if possible, be explained the first time it appears in the text.

## 11. TERMINOLOGY

**11.1** As the terminology of the science of profession concerned should be used in the translation, the translator should choose appropriate equivalents for new concepts or terms. It is recommended that the original term should follow the translation of such concepts or terms in parenthesis.

If the terminology conforms to a particular standard, this should be stated.

## 12. IDENTIFICATION OF AUTHORS

**12.1** Details helping identification of:

- a) an individual author ( or individual authors ) such as Jr for Junior, Sr for Senior, should be given in the language of the translation, if the equivalent is sanctioned by usage;
- b) an individual author's ( or individual authors' ) title and qualifications should be given in the language of the translation, if the equivalent is sanctioned by usage;
- c) an author's ( or authors' ) authority, such as ' Member of the Academy of Sciences ' should be given in the language of the translation; and
- d) an author's ( or authors' ) part in the preparation of a document, such as chief editor, science editor or publisher, should be given in the language of the translation.

NOTE — For other similar problems, latest editions of any standard cataloguing code may be used, such as *Ranganathan's Classified Catalogue Code* or *Anglo-American Cataloguing Rules ( AACR )*.

## 13. RETRANSLATION

**13.1** When a translation is made of another translation, reference should be made both to the intermediate translation and to the original publication.

## 14. GEOGRAPHICAL NAMES

**14.1** Geographical names should be kept in the language of the original document, unless an equivalent of these names exists in the language of the translation, such as India — Inde — Indien.

**14.2** In bibliographical references, geographical names are to be given in the original language.

## **15. DATES**

**15.1** The date(s) of the original publication should be quoted in the language of the translation, for example, June 1958, Autumn 1973. If a publication is dated according to an era different from that used in the language of the translation, for example the Saka era, the corresponding year according to the Gregorian calendar should be given in parenthesis.

## **16. TRANSLATIONS OF SERIAL PUBLICATIONS**

**16.1** Publishers of serials should avoid using titles other than the original title or its translation, if that is valid and authorized. They should also use volume, issue and part numbers in the translation which coincide with corresponding parts of the original document. The year of publication of the original should appear before the year of publication of the translation, for example original published in May 1937 ( translated October 1940 ). The pagination of the translation should be followed by the pagination of the original publication in parenthesis.

## **17. NAME(S) OF TRANSLATOR(S)**

**17.1** The translator's name should always appear among the essential elements for identifying a translation ( in accordance with the advice of the International Federation of Translators and Recommendation No. 5 adopted by UNESCO\* ).

## **18. AUTHORITY TO PUBLISH OR TO COPY A TRANSLATION**

**18.1** A statement of authority to publish or copy, with or without exclusive rights, should accompany the reference to the original document in the heading of the translation.

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\*With the exceptions of translations of patents and similar documents.



**A P P E N D I X    A**

( *Clause 3.1* )

**EXAMPLE OF THE TITLE PAGE OF A TRANSLATED BOOK**

**ELECTRODEPOSITION OF METALS AND  
INHIBITING ADSORPTION**

**A. T. VAGRAMYAN**

**AND**

**M. A. ZHAMAGORTSYANTS**

Complete translation done at the Indian National Scientific  
Documentation Centre, New Delhi by S. K. Chadha

Published for the U. S. Department of Commerce, National Bureau of  
Standards and the National Science Foundation, Washington, D. C.  
by the Indian National Scientific Documentation Centre, New Delhi

1974

BACK OF THE TITLE PAGE

Translation of  
ELEKTROOSAZHDENIE METALLOVI  
INGIBIRUYUSHCHAYA ADSORBTSIYA  
Moskva, 1969  
IZDATEL'STVO NAUKA  
( Russ )

## APPENDIX B

( *Clause 3.2* )

### EXAMPLE OF TITLE PAGE OF A TRANSLATION OF A PERIODICAL OR OTHER SERIAL PUBLICATIONS

STEEL IN USSR

January 1972

Volume 2

Number 1

A selection of translated material from Stal' and Izvestiya  
Vysshikh Uchebnykh Zavedenii Chernaya Metallurgiya

**EXAMPLE OF BACK OF TITLE PAGE OF A TRANSLATION OF  
A PERIODICAL OR OTHER SERIAL PUBLICATIONS**

**STEEL IN THE USSR**

January 1972, Volume 2, Number 1, p 1-81

Published by the Iron and Steel Institute by arrangement with  
the Department of Education and Science, London

Production Editor G. Salzmann

Translators: Major J. H. Dixon, Dr S. Klemantaski, R. Sewell,  
L. D. Hewitt; A. J. Leadly, W. F. Palmer and R. Feather

Editorial Consultant : H. F. Cleere

A selection of translated material from Stal' and Izvestiya  
Vysshikh Uchebnykh Zavedenii Chernaya Metallurgiya  
January 1972. Published in Russian by Metallurgiya, Moscow

## APPENDIX C

( Clause 3.3 )

### EXAMPLE OF THE HEADING OF THE FIRST PAGE OF A TRANSLATION OF AN ARTICLE

S. K. SVANBAEV: *Coccidia* in Pigs and Cattle of  
Kazakhstan

( Complete translation )

Translated at the Indian National Scientific Documentation Centre  
( INSDOC ), New Delhi 110067 ( India ) by Shri S. K. Chadha.  
Available from INSDOC, Translation No. TT 72-51147, Oct 1975,  
Rs 20

Koktsidii svinei i krupnogo rogatogo skota v Kazakhstane,  
Akademiya Nank Kazakhskoi SSR, Trudy Instituta Zoologii,  
1967; 28 (2); 93-128. 5i11 ( Russ )

## APPENDIX D

( Clause 3.4 )

### EXAMPLE SHOWING HEADING OF FIRST PAGE OF A TRANSLATION OF A TECHNICAL REPORT

**M. AKIO: A Study of Dynamic Behaviour of Bridge  
Girder for High Speed Railway**

Japanese National Railway, Railway Technical Research Report  
No. 1074, March 1976

Translated at and available from the Indian National Scientific  
Documentation Centre, New Delhi 110067 ( India ). Translation  
No. TR 25316, 2nd September 1982. Partial translation

Kosoku Tetsudo Ni Okaru Hashigeta No. Doteki Oto Ni Kansuru  
Konkyu. Nikon Kokuyu Tetsudo, Tetsudo Gijutsu Kenkyu Hokoku,  
1074. Nikon Kokuyu Tetsudo, March 1976 ( Japanese )

**APPENDIX E**  
( *Clause 3.5* )

**EXAMPLE OF THE TITLE PAGE OF A TRANSLATION  
OF A STANDARD**

**STANDARD TRANSLATION**

**NF E44 190** 1975 May Pumps — Instructions for Mounting and Installation.

Translated at the Indian Standards Institution  
9 Bahadur Shah Zafar Marg, New Delhi 110002

Translated from NFE 44-190 Pompes — Notice  
De Montage Et D' Installation.  
Association Francaise De Normalisation ( AFNOR ) Paris ( F )

## APPENDIX F

( Clause 3.5 )

### EXAMPLE SHOWING HEADING OF FIRST PAGE OF A TRANSLATION OF A PATENT

**Patent** German Patent No. 744682

Translation No. 26665, March 1983

Otto Von Keussler ( E. Marck Darmstadt )

Method and equipment for the continuous fermentation of low-sugar fermentable liquids for obtaining alcohol.

Patent filed on 22 March 1940 and patented on 12 May 1943.

Class 6b Group 1601. 5 p, 2 illus.

Translated at the Indian National Scientific Documentation Centre,  
New Delhi 110012 ( India )

Verfahren und Einrichtung zur ununterbrochenen  
Vergärung von zuckerarmen Garflüssigkeiten anf Alkohol.

Issued by Deutsches Reich Reichspatentamt. ( Ger )